

THRIFT SHOP LIAISON
Job Description
2015-2016

Works with the Thrift Shop manager to ensure the efficient and business-like operation of the Thrift Shop. Acts as the liaison between the manager of the Thrift Shop and the HSC. Attends all Board Meetings and board functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 2nd Vice President.
2. Attends all Board Meetings and all other meetings of the HSC.
3. Works with the Thrift Shop Manager to ensure the efficient and business-like operation of the Thrift Shop.
4. Volunteers at least 6 hours per month at the Thrift Shop.
5. Understands and is familiar with the Thrift Shop administration, policies, and job descriptions.
6. Works with the HSC Volunteer Coordinator and the Thrift Shop Manager to solicit for, schedule and track hours for Thrift Shop Volunteers. Provides volunteer data (such as numbers of volunteers and total hours) to the Volunteer Coordinator as required.
7. Acts as the liaison between the Thrift Shop Manager, Bookkeeper, and the HSC.
8. Chairs the Thrift Shop Advisory Committee as described in the HSC By-Laws. Appoints Thrift Shop Advisory Committee members in conjunction with the HSC Executive Board. Calls and conducts meetings of the Thrift Shop Advisory Committee as needed (not less than quarterly). Minutes should be taken and distributed to council members.
9. Prepares press releases for The Sound newsletter publication and for the Publicity Chairman to distribute as required.
10. Reviews contract forms and other administrative forms periodically and modify as needed. Checks with Base legal office when major changes are involved.
11. Ensures that an audit of the Thrift Shop books is accomplished in June or if the bookkeeper changes over.
12. Ensures the bank signature card is up to date with signatures from the President, Charitable Treasurer, Thrift Shop Manager, and Thrift Shop Bookkeeper.
13. Manages the Thrift Shop keys in accordance with the Thrift Shop Operating Policies.
14. Submits a monthly written report via e-mail to the Secretary by 12:00pm Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include details for the month and the financial status of the Thrift Shop.
15. Contacts the 2nd Vice President by 5 PM Monday before the Board Meeting with items to place on the Agenda.
16. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound or on the website.

17. If any expenditure is incurred, Thrift Shop Liaison submits receipts and a reimbursement request form to the Administrative & Charitable Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
18. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the annual budget committee meetings.
19. For historical data and continuity of information, Thrift Shop Chairman also submits a separate "After Action Report" to the President, 2nd Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
20. Reviews and revises Job Description. Submits revised job description to the Parliamentarian by the December Board Meeting.
21. Coordinates with the Thrift Shop Manager and Thrift Shop Advisory Council the end of year Thrift Shop Volunteer Appreciation Luncheon.
22. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
23. Contacts the chairman filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
24. Thank you for volunteering and have a great year!

(Revised 02/16)